



NORTH CAROLINA REAL ESTATE COMMISSION

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Web Address: www.ncrec.state.nc.us

NORTH CAROLINA REAL ESTATE COMMISSION

Request for Program Presenter

Instructions

1. When time and resources permit, members of the Real Estate Commission staff are available to present informational programs to real estate practitioner and consumer audiences. These programs generally require **at least one hour** (including prepared remarks and "questions and answers") and address issues of special interest and concern to the Commission, real estate licensees and the public.
2. To request a program presenter, please complete and return this form to the N.C. Real Estate Commission, P.O. Box 17100, Raleigh, NC 27619-7100, Attention: Assistant to the Executive Director or fax to (919) 877-4215. Include a map or detailed directions to the location of the event. Your request will receive our prompt attention.
3. No fee or expenses (travel, lodging, etc.) are charged for furnishing presenters. Gifts of appreciation are not expected and may be accepted only if they are of nominal value (*Preferably an item which may be displayed in the Commission office*).
4. Every effort will be made to accommodate your request for a program presenter, provided personnel and resources are available. But requests should be made **at least 30 days in advance** of the event and include (whenever possible) an alternate date.
5. Due to limited personnel available for speaking engagements, the Commission is unable to accept invitations from (1) real estate firms for sales, staff or other meetings or seminars, (2) schools in connection with the offering of pre-licensing or continuing education courses, and (3) organizations which the Commission Staff has appeared before *within the previous twelve-month period*.
6. Real estate continuing education credit will NOT be awarded to persons for attending presentations given by members of the Commission staff.

Organization Making Request

Name: _____ Telephone: _____

Address: _____

Contact Person: _____ Telephone: _____

Address (if different than above): _____

Event For Which Presenter is Requested

Name of Event (Board of REALTORS® meeting, seminar, etc.): _____

Event Date: _____ Alternate Date (if available): _____

Time Presenter Requested: _____ a.m. _____ p.m. Length of Presentation Requested (Not including questions and answers): _____

Location of Event: _____

Subject(s) to be Addressed: _____

Number of persons expected to attend: _____ Request Date: _____